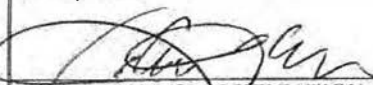
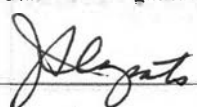


EL00026

United States Environmental Protection Agency POSITION DESCRIPTION COVER SHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EL00026	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position PCS for GS-343 series, 8/90 (2) OPM GSSG, 4/98, 6/98					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Supervisory Program Analyst	GS	0343	15	
4. Supervisor's Recommendation	Supervisory Program Analyst	GS	0343	15	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Deputy Director, American Indian Environmental Office			6. NAME OF EMPLOYEE		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of International and Tribal Affairs			g.		
c. American Indian Environmental Office			h. Employing Office Location Washington, DC		
d.			i. Organization Code EA000000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor JoAnn K. Chase, Director, AIEO			d. Typed Name and Title of Second-Level Supervisor Randolph Hill, Deputy Assistant Administrator		
b. Signature		c. Date	e. Signature		f. Date
		9/16/16			9/19/16
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code N/A			
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 		j. Date 9/28/16
11. REMARKS					

**Office of International and Tribal Affairs
American Indian Environmental Office**

Supervisory Program Analyst, GS-0343-I 5

I. INTRODUCTION:

This position is located in EPA's Office of International and Tribal Affairs (OITA), American Indian Environmental Office (AIEO).

The American Indian Environmental Office leads EPA's efforts to protect human health and the environment of federally recognized Tribes by supporting implementation of federal environmental laws consistent with the federal trust responsibility, the government-to-government relationship, and EPA's 1984 Indian Policy.

II. MAJOR DUTIES AND RESPONSIBILITIES:

This position serves as the Deputy Office Director of the American Indian Environmental Office. As such, the Deputy exercises full authority in the absence of Office Director, serving as the "alter ego" of the Director.

The incumbent provides leadership support to the Office Director, the Deputy Assistant Administrator, the Assistant Administrator, and other OITA managers on Tribal programs. A primary task is to ensure the office maintains current, up-to-date environmental, cultural, political, and economic information for use in developing and assessing Agency programs and policies in Indian Country. This information includes extensive knowledge of specific government organizations, officials in power, political parties, non-governmental organizations, negotiating positions, activities, and policies.

Major Functions

1. The incumbent is responsible for high-profile program issues of national significance. Takes leadership responsibility for some of the more complex, controversial, and sensitive Indian Country strategy issues. Provides authoritative interpretation and technical advice to senior U.S. Government or Agency officials and OITA staff.
2. The incumbent serves as a member of the senior management team, which is composed of all OITA supervisors, Office Directors, Deputy Office Directors, the Deputy Assistant Administrator, and the Assistant Administrator. The management team is responsible for discussing issues, establishing priorities, strategic planning, soliciting advice, and resolving conflicts. The incumbent is an active participant in the day-to-day negotiations and decision-making of the office. As a member of the senior management team, the incumbent meets regularly with the rest of its members to discuss and make decisions on a wide variety of management issues such as strategic planning and environmental results, budget, staffing and

workload, streamlining, and the formation of multi-disciplinary and cross-office teams, including their composition.

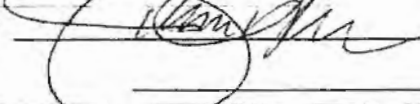
3. Exercises supervisory responsibilities over staff members. Makes assignments and determines responsibilities, evaluates employee performance, recommends appropriate incentives, initiates corrective actions, keeps employees informed of management and personnel policies, and counsels employees regarding benefits, salaries, and the status of requirements of federal civil servants. Exercises continuing responsibility to effectively support the Equal Employment Opportunity Affirmative Action Plan. Responsible for communicating this support to subordinates and taking positive actions which will motivate and furnish opportunity to all personnel in training, reassignments, details, and other actions which prepare employees for advancement. Is objective in appraising employees' qualifications and performance in selections for in-hiring, promotion and awards.
4. Assists the Office Director in ensuring that administrative and financial management activities comply with the Federal Managers' Financial Integrity Act (FMFIA) and do not create opportunity for waste, fraud, and/or abuse.
5. Provides technical management direction to staff who have contract and grant responsibility, ensuring Agency policies and federal regulations are followed. Ensures that inherently governmental functions are not performed by outside entities through contracts or grants; reviews and updates control measures for contractors and grantees, identifying any actual, potential, or apparent conflicts of interest; takes the appropriate action to avoid, nullify, or mitigate situations where a conflict of interest might occur, identifies questionable extramural activities and immediately brings those to the attention of the appropriate official. Ensures alignment of extramural activities with EPA's and OITA's strategic priorities and focus on environmental results.
6. Ensures effective communication and integration of work efforts with outside organizations, oversees the development and implementation of program plans, communicates program goals, policies and priorities to employees, ensures proper coordination among OITA staff and other organizational units, makes technical and programmatic recommendations regarding the work, and participates in strategic planning and Agency workgroup efforts. As the DOD, the incumbent oversees complex projects managed by individual staff members or teams to ensure the accomplishment of results in a timely fashion.
7. Represents the Deputy Assistant Administrator and/or Office Director, as appropriate, making presentations and communicating complex and/or controversial issues to senior officials.
8. Provides policy and programmatic expertise which affects OITA's development of major aspects of key Agency scientific, health, legal, administrative, regulatory, policy, or comparable highly technical programs, as well as the institutional knowledge concerning relevant international organizations and programs.

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>[new recruit]</u>	<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number _____	<input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Deputy Director, AIEO</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS-0343-15</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>EA000000</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature 	Date <u>9.16.16</u>
Personnel Specialist's _____	Date _____

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☐ Estimates Costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists) _____

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list) _____

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) _____

Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

Percentage of Time Spent on Contracts Management

0 %

Continued

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

0 %

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Percentage of Time Spent on Interagency Agreements Management:

0 %